

Committee Name: Publications Committee

Committee Purpose:

The Publications Committee is responsible for the content of the Chapter's bimonthly magazine, the *OC View*, and will strive to provide timely and education materials to the membership.

Committee Duties:

1. Solicit articles from qualified authors on a wide range of topics.
2. Review articles from other sources, such as other non-profit organizations or governmental departments for potential republication in the *OC View*.
3. Solicit articles from the Chapter President, various committee chairs and committee members to ensure that Chapter activities and interest are included in the publication.
4. Review and edit articles for relevance, educational value and informational content for the membership.
5. Proof articles for grammatical and typographical errors.
6. Communicate concerns with authors regarding inappropriate article content.
7. Determine ideas for future articles or photographs for inclusion in the magazine.
8. Periodically review layout, typesetting and cover page of the magazine and provide suggestions to Chapter staff for modifications.
9. Periodically review advertising quantities and pricing and provide suggestions to Chapter staff for modifications.
10. Review article submissions and determine the winner of "Author of the Year" on an annual basis.
11. Solicit new committee members based upon need for different business partner trade representation and skills necessary to act as an efficient editor.
12. Choose article for email distribution by the Chapter.

Meetings and Members:

1. Once a month, approximately 1.5-2 hours long; presently on the second Wednesday of every month at 9:00 am.
 2. The committee shall consist of no more than 15 Business Partner Members. There shall be no limit on the number of Manager or CAVL members.
 3. Members who miss either three consecutive committee meetings or four total committee meetings in a twelve-month rolling period will be subject to removal from the committee.